

**The regular meeting of the Greenbush City Council was held on July 20, 2020, at 5:30 pm. This meeting was conducted via electronic methods due to the Governor's Emergency Declaration concerning the COVID Pandemic.**

Council Present: Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Others Present: Dustin Fanfulik, Steve Emery, James Trojanowski, Shaun Jevne, Ryan Bergeron and Anita Locken

### **Northwest Regional Library**

Northwest Regional Library Director James Trojanowski was in to give the council an update on the Greenbush Library. Due to COVID the library closed this year on March 19<sup>th</sup> and reopened to the public on June 22<sup>nd</sup>. Part of that time they were open for curbside service in which individuals could pick up reading materials. At this time under the MN Stay Safe reopening of Phase 3 they are only allowed 50% capacity. The meeting spaces are closed to the public. Patrons are limited to 30 minutes in the facility if they are wearing a mask and 15 minutes if they are not wearing a mask. Circulation for the system is down. The digital use is up by 32%. The system did start a new digital service called Hoopla. This service started at the same time as the shutdown. Northwest Regional Library System is running a deficit budget and has been for the last 4 years. Mr. Trojanowski is asking for a 2% increase in the city's funding to the library system. That equates to an increase of \$323.00. Council will consider this request as they budget for FY 2021 and will let Mr. Trojanowski what amount is approved.

### **Blight/Nuisance Ordinance**

Council was presented with a sample nuisance ordinance to review. If council wants to implement this ordinance it will replace the current Blight Ordinance. The sample ordinance has clearer language as to what is a nuisance and have clear steps on how to deal with them. Council members Filer and Foss are going to review the sample. They are to get any updates or changes to the ordinance to the Clerk-Treasurer before the next meeting so the ordinance can be updated and ready for council review in August.

### **Job Descriptions**

The city needed to update job descriptions and, in some cases, develop them for certain positions. Under the Wage Theft Law every employee is to be presented a job description for their position. The city attorney also recommended updating them due to previous employee issues.

**M/S/P Dennis Filer/Eric Etherington** to approve all the job descriptions as presented.

**Roll Call responses in favor:** Dennis Filer, Eric Etherington, Christine Foss, Shawn Walsh, Brenda Sather

### **Personnel Policy**

The council was presented an updated personnel policy. This policy is based on the recommended policy from the League of MN Cities and has our city specific information included. One of the main areas the personnel committee has been working on is managing the overtime/comp time more effectively. The committee is monitoring to see if more help would be needed if employees continue to receive large amounts of overtime.

**M/S/P Eric Etherington/Dennis Filer** to approve all the personnel policy as presented.

**Roll Call responses in favor:** Eric Etherington, Dennis Filer, Christine Foss, Shawn Walsh, Brenda Sather

### **Storm Damage**

The city did receive some damage from the storm in June. The shingles were damaged on the community center. The Welcome Park shelter also received some damage. Public Works Director Jevne has met with the LMCIT insurance adjuster Mark Nygaard. Jevne is to get quotes on the repairs and bring them to the August meeting.

### Tower/Clear Well Inspection

KLM Engineering has completed their inspections of the water tower and the clear well as per the city's service agreement with them. At this time there are not issues that need to be addressed. The water -tower does show some scaring inside from ice damage. They estimate that the tower has approximately 7-12 years left on the life expectancy of its

paint. The estimate to repaint the water tower is \$325,000.00. The ladders and other safety equipment are out of date and will need to be updated when the tower is repainted. They do not feel the painting or epoxy work would need to be completed at this time. The water tower and clear well are inspected every 5 years.

One way to prevent ice damage to the water tower is to install a tower mixer and SCADA system. The estimate for this is \$13,600.00. The electrical work is not included in that amount and is estimated to be \$4,000.00. This matter was tabled until August.

### Burkel Lumber Water Extension

Burkel Lumber would like to install a sink and bathroom in their new building. They would like to install a new service line instead of connecting this building to their main building. This building is approximately 300 ft from the water main. They were wondering if they could put in a sand point if the water main is not extended. Their main building is connected to the water and sewer system. Council feels that since their main building is connected to the water system that this building should also be connected to the water system. The sewer should also be connected to the system. Public Works Director Jevne is to inform Mr. Burkel that he needs to connect to the system.

### Grader

Durmont Wahl would like to rent the city's grader to be used at the Race Park. The city does not use this grader any longer. The county is doing the city's grading currently. Council would rather sell it than rent it. Public Works Director Jevne is to bring council a fair price to sell it.

### Main St Water Project

City engineer Dustin Fanfulik updated council on the changes to the report of feasibility.

ASSESSMENT RATE SUMMARY			
Location	Project	Current Policy Assessment Rate/FT	Sample 1 Assessment Rate/ FT
Main St. (MNTN 11 - MN Ave.)	Total Reconstruct, Watermain, Lighting	\$74.11	\$230.78
Main St. (MN Ave. - CR 4)	Total Reconstruct, Watermain, Sump Piping	\$74.11	\$190.97
	Edge Mill & Overlay, Watermain, Sump Piping	\$74.11	\$126.99
	Full Depth Mill & Overlay, Watermain, Sump Piping	\$74.11	\$148.89
CR4 and Oak Lane	Watermain	\$74.11	

The council discussed whether to change the assessment policy concerning assessing reconstruction or mill and overlay costs. Clerk-Treasurer Locken recommended not changing the assessment policy since the recent mill and overlay project have all been funded 100% by the city. By not changing the policy the city will continue to assess

everyone in the same manner. Some of the costs for the replacement of the street that are related to replacing the watermain should be added to the watermain replacement costs. All the other previous watermain replacement assessments have included these costs since the city did not mill and overlay any other streets during the water replacement projects. These street costs can be covered under the MN PFA funding and will be eligible for grants should the city receive any from MN PFA for this project. Council members did not feel now was the time to change the assessment policy.

The next item council discussed on this project was what type of street work should be completed on Main St N from MN Ave to CSAH 4. The council was given 3 options: total reconstruction- \$696,000.00, mill and overlay \$252,000.00 or full depth mill and overlay \$403,975. The total reconstruction would have a life expectancy of approximately 20 years, mill and overlay approximately 10-15 years and the full depth mill and overlay would be approximately 15-20 years. The engineers recommend the full depth mill and overlay. This will allow for some of the curb and gutter to be replaced along with the mill and overlay. This section of the project will have a drain line put in along the curb to allow sump pumps to be connected to it instead of being pumped into the street.

Watermain Expenses (PFA funding eligible)

	Total Cost	City Cost	Assessable
MN Hwy 11-MN Ave	\$224,760.00	\$144,456.00	\$80,304.00
MN Ave- Cty Rd 4	\$458,880.00	\$275,328.00	\$183,552.00
Cty Rd 4 to Oak St	\$296,360.00	\$177,816.00	\$118,544.00
	\$980,000.00	\$597,600.00	\$382,400.00

Street Work (Bonding)

	Total Cost	City Cost	Grant Funds
Main St Total Reconstruction	\$688,000.00	\$188,000.00	\$500,000.00
Street Light Replacement	\$87,659.69	\$41,159.69	\$46,500.00
Street Furnishings	\$33,500.00	\$0.00	\$33,500.00
Main St N Full Mill & Overlay	\$403,975.00	\$403,975.00	\$0.00
Sump Pump Underdrain	\$46,000.00	\$46,000.00	\$0.00
Old Ridge Road Mill & Overlay	\$109,000.00	\$109,000.00	\$0.00
	\$1,368,134.69	\$788,134.69	\$580,000.00

Total Amount City can bond for Street Work \$765,486.00

(Watermain Replacement does not count in the total bond amount)

Possible available funds for this project

Amount in Street Reserves	\$30,000.00
Proposed Street Maintenance Line item for 2021	\$64,000.00
2020 Budget amount after MN Ave work	\$26,000.00
	\$120,000.00

Total Funds possible with cash on hand and bonding capability	\$885,486.00
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A couple council members have concerns about the bump outs that are in the plans. Council would like for the engineers to update the feasibility report with no changes to the assessment policy and to just include the full depth mill and overlay. Council scheduled a special meeting for July 30<sup>th</sup> to review the updated report of feasibility. If council approves that report at that meeting, then a public hearing for the project will need to be scheduled.

## **COVID-19**

CARES Funds- the city has received \$53,718 in CARES funds to be used for the mitigation of COVID spread, extra expenses to implement COVID regulations. The funds can also be used for grants to businesses that have been negatively affected by COVID. The county is setting up a grant program for businesses in our county. They are wondering if the city would like to give some funds to this program. Businesses can't double dip and receive funds to cover losses that have already been covered by CARES funds through another program. The city's current expenses as of today are approximately \$5,000.00. Council made no decision on transferring funds to the county.

Legion Park- People are asking if the restrooms at Legion Park could be opened. The restrooms must be cleaned once a day every day at a minimum. Now that the city has received funds to cover the extra cost of cleaning council was receptive to open this facility. Council would like signs stating that the facility is cleaned once a day and you are using the facility at your own risk installed on the facility doors.

**M/S/P Christine Foss/Shawn Walsh** to open the Legion Park restrooms and for them to be cleaned every day.

**Roll Call responses in favor:** Eric Etherington, Dennis Filer, Christine Foss, Shawn Walsh, Brenda Sather

Community Center- Under current Stay Safe guidelines the community center can be opened for use at 25% capacity. The capacity currently is 32 people. MN Department of Health has started enforcing the capacity guidelines. Badger community center is still closed. Roseau is allowing their city center to be used on a case by case based on current guidance and the activity the space will be used for. Council would like for the City Attorney to be asked if we can have users sign a waiver stating that they will follow COVID guidelines.

**M/S/P Christine Foss/Shawn Walsh** to open the Community Center on a case by case basis with attendees under the current capacity limit. The approval is based on the city attorney approving a waiver that users will sign.

**Roll Call responses in favor:** Eric Etherington, Dennis Filer, Christine Foss, Shawn Walsh, Brenda Sather

## **Alley Behind Community Center**

This work has not been done yet. Reese Rental is still having issues with their equipment. In the meantime, the library building is still shifting. You can see evidence of this in the sheetrock dust that covers surfaces in the library. Council wants Public Works Director Jevne to get him into town as soon as possible to complete this work.

## **Shop**

Mayor Sather and Clerk-Treasurer Locken met with City Attorney Moren to discuss the proposed City-County Shop agreement changes. There are areas of the agreement that need to be revisited before the updated agreement is brought to council for approval.

## **Cameras**

Installation of the electric to the compost site occurred this week. Wikstrom will be installing the cameras soon.

## **Proposed Budgets**

Council was provided preliminary proposed budgets to review. Council would like for expenses to be similar to this year's budgets. The city has until September to set the preliminary general fund levy.

## **Clerk-Treasurer Update**

The city is eligible to apply to be a claimant as part of the Purdue class action opioid settlement. The reasoning behind the city's eligibility is that opioid addiction has reached all areas of our country and cities have seen or will see extra costs to address addiction issues. The city is eligible for a possible amount of \$80,926.00.

The filing for office opens July 28<sup>th</sup> and runs through August 11, 2020.

## **Public Works Update**

The Wikstrom fiber optics project will be starting in 5-6 weeks. The pool renovation is going well.

## **Consent Agenda**

**M/S/P Dennis Filer/Eric Etherington** to approve the consent agenda items with revised bills and minutes (Minutes/Bills-Revised/Receipts).

**Roll Call responses in favor:** Eric Etherington, Dennis Filer, Christine Foss, Shawn Walsh, Brenda Sather

Mayor Brenda Sather announced that she would not be running for office again.

## **Upcoming Meetings:**

- Regular Council Meetings: at 5:30 pm, Aug 17<sup>th</sup>, Sept 21<sup>st</sup>, and Oct 19<sup>th</sup>

This meeting was adjourned at 7:34 pm.

Brenda Sather

Mayor

Anita Locken

Clerk-Treasurer